

TAEF Producer Diversification Cost Share Application FY07-08 Instructions

Very Important!

**Incomplete applications will not be considered for evaluation.
Fill in every blank and complete all questions.**

Applicant Information

Provide general information as requested.

- **Name:**
 - One application per producer
 - Must be a resident of Tennessee
 - Must operate a farm or agri-business located in Tennessee
 - Must be 18 years of age as of January 1 of current year
- **SSN or Federal Tax ID:**
 - List social security number of applicant
 - Or, tax identification number of operation
- **State of Tennessee Employee:**
 - Check yes - if applicant is currently employed by the State
 - Check no - if applicant has never been employed by the State
 - Check previously - if applicant has been employed by the State in the past
- **Premise ID#/Premise Account#:**
 - Applicants with livestock (this includes aquaculture) must register their premises with the Tennessee Department of Agriculture (TDA) for the National Animal Identification Program.
 - Applicants can register their livestock premises at: Farm Service Agency, UT Extension, Farm Bureau or Tennessee Farmers Co-op locations.
 - Premise registration forms and instructions are also available from TDA on-line at www.tennessee.gov/agriculture/tpis or by calling (615) 837-5120.

Industry Sector

Check the industry sector in which you are requesting cost share assistance. Your request may involve more than one industry sector.

- Proposed activities for cost share assistance must involve the production of diversified agricultural products. *If your proposed activities cannot be*

categorized under one of these industry sectors, please contact the Ag Growth Initiative Coordinator at (615) 837-5346 for eligibility clarification.

Application Questionnaire

- **Proposed projects:** List a brief description of your proposed activities. For example: greenhouse, retail shelter, sprayer, and website.
- **Total Amount of Cost Share Requested:** This figure is determined after completing your activity budget. It represents 35% of the cost of your project and cannot exceed \$10,000, the maximum amount of cost share available per producer per fiscal year. Note: Priority areas are eligible for 50% cost share, with a maximum of \$15,000.
- **Have you received TAEP funding before?** TAEP refers to Tennessee Agricultural Enhancement Program. Please indicate if you have received cost share funds from the Ag Growth/Producer Diversification, Cattle Improvement, or Hay Storage Facility programs.
 - Note: Prior funding does not affect eligibility for this cost share program. However, it may be a factor in the evaluation process.
- **Have you ever produced tobacco?** Indicate if your operation has been involved in tobacco production.
- **Years in business:** Indicate how long your operation has been in existence.
- **Number of employees:** Include part-time and seasonal employees also.
- **Acreage:** Total acreage of your operation.
- **Sales volume:** Estimate of the sales your operation had last year.
- **What products do you currently produce?** Include all products produced on your operation. Examples of general categories listed below. Please indicate specific types (i.e., beef cattle, blueberries, green beans, nursery stock, pumpkins)
 - Bees
 - Dairy products – cheese, milk
 - Fish
 - Forages - hay
 - Fruits
 - Grains – corn, soybeans, wheat/barley
 - Horticulture – nursery stock, flowers
 - Livestock – cattle, goats, hogs, poultry, sheep,
 - Tobacco
 - Vegetables
- **Did you have assistance in planning this project?** Indicate whether you had help with this project from a county extension agent, industry expert, specialized group or association. List each individual.

Application Narrative

Instructions: On separate paper, provide a typed or neatly hand-written narrative (no more than 3 pages in length) addressing each of the following questions. It is important to fill out your answers in detail. This is the primary information that the selection committee will have in their efforts to decide which proposals are funded. *Incomplete applications will not be considered for evaluation.*

- **1. Briefly describe the history of your operation.** Include the following: development, products previously produced, expansions, downsizing.
- **2. Describe your proposed cost share activity.** There are three categories of cost share activity: farm infrastructure, marketing, specialty equipment. Indicate what your proposed activities are per category.
- **3. Explain how this cost share activity will improve or expand your operation.** Indicate if the activity will improve an existing segment of your operation or involve diversifying into a new venture.
- **4. Describe the impact this cost share activity will have on your farm income.** The purpose of this cost share program is to increase farm income. Indicate how your cost share activity will increase your farm income.
 - Some activities will have a direct effect on income. For example, the installation of a greenhouse, would allow more products to be grown. This additional product would indicate the opportunity for increased income.
 - A project, such as a parking lot or a public restroom, may have more of an indirect effect on your farm income. This infrastructure would make your farm more user-friendly to the general public which could result in new and repeat business. More customers would indicate the opportunity for increased income.
- **5. Outline the plan of work and timeline for completing this cost share activity.** Producers will have until June 30, 2008 to complete approved activities. Indicate the steps involved in your activity and the time frame for completion.
- **6. Summarize your marketing plan for your diversified agricultural product(s).** Indicate how and where your products are sold. Include what marketing tools are currently utilized in your operation:
 - Advertising
 - Auctions/organized sales
 - Brochures
 - E-commerce
 - Radio
 - Signs
 - Television
 - Website
 - Other

- **7. Priority Areas (50%) – indicate how you meet the special requirements for increased cost share.**

*Priority Areas	Special Requirements for 50% Cost Share
Agritourism	Must have attended a TDA/UT sponsored educational workshop or conference within the last two years. Include title, date, location of educational session attended.
Goats & Sheep	Must complete Master Meat Goat Producer course by reimbursement deadline. List county where course is held.
Organics	Must be USDA certified or working towards certification to qualify. Include copy of certification or contact information of the certifying organization you are working with.
Viticulture	Applies only to the purchase of specific varieties of grapes (Cabernet Sauvignon, Chambercin, Chardone1, Chardonnay, Concord, Seyval, Sunbelt, Traminette) and trellis materials needed for planting these specific varieties.

Activity Budget

Instructions: Provide a **detailed, line-item** budget for the proposed activity using the format presented in the following table.

1. Research the costs related to your proposed activity.
2. List each item on a separate line.
3. Provide a quote source (where the cost estimate came from) for each item.
4. Attach written cost estimates if the project is:
 - ✓ Large scale - i.e., greenhouse, restrooms
 - ✓ Features many components - i.e., drip irrigation system
 - ✓ Labor - must be quoted to be eligible for cost share assistance and cannot be performed by an employee of your operation; submit a written estimate detailing work to be performed; estimate must provide name, address, and phone number of the company or individual conducting the work
5. Total the amount of cost share request. Standard cost share is 35%. Priority cost share is 50%.
6. Total the amount of cost share request. This amount cannot exceed the maximum of \$10,000 (35%) or \$15,000 (50%).

Item Description	Source of Quote	Cost	Cost Share Request (35% of cost up to MAX)
Greenhouse - 16 x 95	See attached written estimate	\$ 1,534.00	\$ 536.90
Sign – vinyl banner (3’ x 8’)	FedExKinko’s (615) 771-7999	\$ 225.00	\$ 78.75
Total Cost of Activity:		\$1,759.00	
Total Request for Cost Share: (10,000 MAX)			\$ 615.65*

* This amount would be listed under the question “Total Amount of Cost Share Requested: \$ _____” in the ***Application Questionnaire Section*** on the front page of the application.

- **Producer signature and date required.**

- **Mailing Instructions**

TN Dept. of Agriculture
Attn: TAEP AG Growth Initiative
P.O. Box 40627
Nashville, TN 37204

- **Applications must be postmarked by:** August 31, 2007

Contact

Please direct any questions concerning this program to:

Jan Keyser
Agricultural Growth Initiative Coordinator
Tennessee Department of Agriculture
P.O. Box 40627, Nashville, TN 37204
(615) 837-5346 – Phone
(615) 837-5194 – Fax
Ag.Growth@state.tn.us

Applicant Checklist

- ✓ Do you meet the eligibility requirements?
- ✓ Do you have your Premise ID? Required for applicants with livestock.
- ✓ Have you completed all sections of the application?
- ✓ Did you sign your application?
- ✓ Is your application narrative attached?
- ✓ Did you list quote sources or attach actual quotes?
- ✓ Does your total request for cost share assistance fall within the maximum allotment available (\$10,000 or under)?
- ✓ Please make a copy of your application and support documentation for your reference.